

EDITING QUESTIONNAIRE

From Barbery Nyce Dougherty, *Composing Choices for Writers* McGraw-Hill 1985

When I write, I

- a) can't get started until I have found a thesis
- b) begin writing as soon as I have sufficient material

When I write, I

- a) make lots of revisions in my first draft without losing my thread of meaning
- b) write straight through to get at the gist of my ideas

When I write, I

- a) write one draft, making only a few revisions after I am done
- b) revise, completely, once or several times

When I write, I

- a) have my context point pretty clearly in mind before beginning
- b) wait to discover my main focus

When I write, I

- a) follow a writing plan I have worked out in my head or on paper
- b) don't have a plan worked out, but wait to discover my structure

When I write, I spend most energy proportionally

- a) planning and writing what I have to say
- b) writing and revising

Revising a Draft

I revise my work before handing it to someone else

(If you are a frequent reviser, answer the following)

On average, I revise “X” number of times

(If you never or only sometimes revise, answer the following)

I don't revise because

- a) I don't have time
- b) my first draft is usually pretty polished
- c) I have never been required to revise

I revise

- a) while I write the first draft as well as after
- b) only after I have my first draft

I revise

- a) on my own
- b) after consulting with someone

Did you get mostly As? If so, you may want to spend some more time practicing writing and being less concerned with editing *while* writing. Try the next section:

When I revise, I

- a) search for a better word
- b) rewrite awkward sentences
- c) make sentences less wordy
- d) check spelling and punctuation
- e) rework my introduction or conclusion
- f) check my paragraphing and my transitions
- g) rework my topic sentences
- h) edit for coherence
- i) reformulate my thesis
- j) rework my writing plan

- k) evaluate the match between content and audience
- l) reorganize the order of my ideas
- m) reconsider my stance toward topic and audience

In the **revising** section, if you found you checked mostly a-d, you're predominantly copyediting. If you found you checked mostly e to h, you're **stylistic** editing. If you found you checked mostly l to m, you are for the most part doing **structural** editing. All three stages of editing are required, but remember that when you do edit that STRUCTURAL EDITING comes first, STYLISTIC EDITING comes second, and COPYEDITING is done last. It's easy to convince ourselves that we're editing when we're actually doing the easiest stage (copy editing), and ignoring the others.